



Powerful payroll and HR solutions, delivered with a personal touch.



Employer OnDemand



Employer OnTheGo



Time & Attendance



HR Services

# Company Overview



**Here at SourceOne**, we have a passion for providing complete, quality payroll solutions, simple and flexible time and attendance tracking, and professional human resources support.

Your small to mid-sized business is the market we know best. Trust us to deliver superior customer service every time across all services. You will experience improved productivity, accuracy, and reliability through the use of our convenient employee time and attendance tracking methods, superior HR solutions, and fully customizable payroll system.

Get a service experience you won't find with typical payroll providers. We understand your requirements and are committed to meeting them—each and every time.





# Payroll Solutions



## Employer OnDemand

### Payroll on your time, on your terms.

Access your full payroll solutions from a single interface. This multi-functional, robust platform can be used as SaaS or can be white labeled for an accounting firm providing services to dozens of payroll clients.

- ▶ Your payroll system will be customized to fit your every need due to Employer OnDemand's extensive features and functionality — be as autonomous as you want.
- ▶ Employer OnDemand is a scalable solution utilizing current and relevant technology.
- ▶ Input, calculate and close payroll from your office.
- ▶ The back-office work is completed by SourceOne.
- ▶ Accounting firms can provide personalized payroll solutions as well as branded banking and tax portals to their clients.

## Employer OnTheGo

Employer OnTheGo meets the needs of a new age of workforce management. This “lighter” version of Employer OnDemand brings you speed, simplicity and technology at your fingertips.

- ▶ Utilize a smart phone for access to your Employer OnTheGo payroll solution.
- ▶ Any device, platform or browser is supported.
- ▶ This functional software brings you 85% of the Employer OnDemand features.
- ▶ Plug in hours, review, submit, and approve your payroll from an easy-to-use functional and familiar dashboard.
- ▶ Empower your employees by giving them access to their own self-service portal to view pay stubs, time cards, vacation time, and sick leave, as well as manage W-4 and direct deposit information.



# Time & Attendance



**SourceOne** provides simple and flexible solutions for your time and attendance. Our two primary methods for collecting timekeeping data are TimeClock™ and WebClock™ which allow you to keep track of your employees' time and attendance with ease and at your own convenience. Our simple and affordable solutions are an excellent investment for any company.

- ▶ An automated timekeeping solution eliminates the extra time that is required to manually total time card data, the cost of human error, and the large expenses incurred by employee time theft.
  - ▶ TimeClock™ combines three essential components of good timekeeping: the convenience of online access, the familiarity of a conventional wall-mounted time clock, and the simplicity of computer-processed time data collection.
  - ▶ Our service is entirely online, which means you never need to buy, install, or upgrade software. It can be set-up within seconds and editing timekeeping data online is simple.
  - ▶ TimeClock™ and WebClock™ are easily suited to meet your company's needs, ranging from a simple "in and out" style to a more complex approach that utilizes labor distribution and shift differentials. Your company account will be designed to meet your unique timekeeping needs.
- ▶ PrintReader™ will add biometric verification to a TimeClock™ unit to eliminate the costly expense of employee time theft that often occurs through "buddy punching."
  - ▶ FlexClock™, an additional time tracking device, offers near-real-time data transmission along with the flexibility of multiple data collection methods.
  - ▶ Smart phone-enabled GPS time and attendance allows you to see your total workforce displayed on a map in real time. Track driving speeds and place "electronic fences" around any area to be alerted when an employee leaves an assigned location. With GPS time and attendance the possibilities are countless.



# HR Support



**Our Human Resources Support Center**, a facet of Employer OnDemand, provides a one-stop resource for essential HR support when you need it, where you need it. You know HR is an important function of your business and that you need to be aware of changing state and federal laws and requirements. Failure to comply can become an expensive endeavor and hiring an HR professional might be cost prohibitive. See what the HR Support Center can do for you.

The HR Support Center is a web-based services program providing critical tools for managing HR legal, regulatory, and relationship needs within your company.

- ▶ Find facts about employment laws, HR forms, HR audits, and HR quick guides as well as gain access to a Q & A database, news, articles, and a glossary of HR terms, all conveniently online.
- ▶ Gain online access to employee handbooks, pre-written HR forms and letters, job descriptions and other required HR forms.
- ▶ Worried about answering the tough questions in case you are confronted with hiring, termination, FMLA, harassment, discrimination or other HR related issues? Subscribe to HR OnDemand and gain unlimited access to personalized HR consulting via email and phone without having to hire an HR manager or firm.

- ▶ Know more about the people you hire with affordable employment background screening services. Through our partnership with National Crime Search (NCS), we provide access to a range of services, including social security number verifications, criminal history searches and motor vehicle records, and more.
- ▶ Avoid large, up-front premium deposits and finance charges with workers' compensation premium calculation and payment services on a pay-as-you-go plan.



# Partner Program



Do you deliver complementary services to small and mid-sized businesses? Are you a CPA, bookkeeper, bank, insurance agent, association, TPA or financial advisor?

SourceOne encourages the growth of your business by enabling you to offer payroll and other key products in a SaaS capacity. You will have the ability to attract and retain more clients by participating in a generous revenue sharing program that encourages improved client profitability.

- ▶ We act as an extension of your practice where your clients will receive prompt, reliable, accurate and innovative payroll solutions--complete with direct deposit, time and attendance, workers comp pay-as-you-go, and access to our ACH banking conduit for tax and direct deposit.
- ▶ Help your clients stay in compliance with evolving Affordable Care Act requirements with our HR OnDemand critical reporting tools.
- ▶ Your clients will benefit from a one-on-one approach to customer service backed by independently owned and operated offices delivering tailored services to match the requirements of their businesses.
- ▶ Your clients will benefit from a fully insured, redundant back-up system for disaster recovery, and their information will be secured at an offsite co-location facility.

## How will you benefit from your clients using SourceOne Payroll?

- ▶ You can be confident in SourceOne's ability to protect your business while supporting your growth goals.
- ▶ You will receive immediate and secure access to all your clients' data, reports, W-2/1099 information, tax payments and more.
- ▶ You will receive one secure and easy login for all your clients.
- ▶ You can choose from exclusive programs and discounts for referred clients.
- ▶ Seamlessly represent your brand through a privately labeled system.
- ▶ Receive discounted payroll services for your firm and an option for revenue sharing.





# Do what you do best. We'll do the rest.



Whether you are a business owner, an insurance broker, a CPA, or deliver other complementary services to small and mid-sized businesses, SourceOne offers you a complete payroll and HR solution that will solve your payroll problems as quickly as possible so you can do what you do best: running your business.

Forget the complications in successfully and efficiently conducting day-to-day payroll, time keeping, and HR activities that can be time consuming, costly and frustrating. SourceOne eliminates the hassle with technology and personalized services that are simple, effective, and reliable.

## The benefits of outsourcing to SourceOne:

- ▶ We provide the technology and ongoing system maintenance.
- ▶ Capitalize on our experience and expertise in the payroll industry.
- ▶ We are here when you need us.
- ▶ We take on the administrative burdens of payroll and HR.
- ▶ You focus on running your business.



Outsource your payroll and HR to SourceOne or participate in a partner program that best benefits your business and your clients.

For more information and to request a quote, contact us today.

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